Business Purchasing Solution, LLC

BPS Live Vendor Integration

Catalog Data Feed- Manual Upload

2008

General Overview

The BPS system creates vendor catalogs by utilizing data feeds provided to us by vendors via cXML, .csv, and Excel files. Within each data feed there are multiple fields that a vendor can input information. BPS has both required and optional fields. The amount of data provided by vendors is critical in determining how their items are organized and show up within the BPS system as well as influence the overall end user experience within the BPS system.

Data Feed Fields

Below are the names of the fields that are in the BPS data feeds with explanations of their function and benefits.

Product Category-   This is a **required** field. The BPS system uses product categories for indexing the catalogs which provides for easier searching for end users.

Item Number-   This is a **required** field. A SKU or unique internal ID is required for all products. This is not the Manufacturer Part Number or Universal Product Code. This is your internal product code. If you don't have a unique internal SKU system, create an ordered list, giving each product a number: 1, 2, 3, 4, etc. The BPS system will use this item number throughout the system including for ordering, on Purchase Orders, and in reporting.

Unit of Measure-   This is a **required field.** Examples include: Each (EA), Dozen (DZ), and Carton (CT). Provides more complete information to the end user at the point of purchase.

Short Description-   This is a **required** field. A short, simple description of your product. Include the most relevant keywords that describe your product. The short description is what users will see in search results.

Long Description-   This is a **required field.** Use this field to provide detailed information regarding your product and its features. Users will see the long description when they click on an individual item to pull up an item detail page.

Keywords-   Use this field to list all relevant words and phrases a user might enter when searching for your product. Separate keywords and phrases in this field by a comma.

                 **The BPS system uses an algorithm to return our search results using a combination of Short Description, Long Description, and Keywords. It is very important to provide as complete of information as possible in each of these fields to ensure accurate placement of your products in our search results.

Sales Rank-   Use this field if you want to list the ranking of you products in order of most sales. When searching, users have the option of sorting by Sales Rank to view the most purchased/popular items a vendor offers.

Weight (lbs.)-   Enter the shipping weight of your product in this field.

Manufacturer Name-   This is a **required** field. Enter the name of the manufacturer or brand of your product in this field. If you personally manufacture the item, enter your company name.

Manufacturer PN-   This is a **required** field. Please be sure you are entering the correct manufacturer part number. It is important not to add or delete characters from the actual manufacturer part number.

Manufacturer Desc.-   If you want to provide additional information about the manufacturer of the product, enter that information in this field.

Is Assembly Required-   If assembly is required, enter TRUE in the field. If no assembly required, enter FALSE. This will be indicated to the user throughout the system.

Contains Recycled-   More and more consumers want to be aware if products contain recycled material.
Material   Enter TRUE if your product does contain recycled material. Enter FALSE if it does not. This is a **required field.**

Is UPSable-   Enter TRUE if your product qualifies for standard shipping. If special shipping is required, enter FALSE.

Is Value Pack-   Some industries have the same item available in to purchase in an each quantity as well as larger "value pack" quantities such as by dozen, case, etc. Enter TRUE in this field if you want to indicate it is a value pack.

UPC Code-   This is a **required** field (if UPC is available for the product). Universal Product Codes are either 10 or 12 digits long. Please make sure you enter the correct UPC code and do not add or delete any digits.

MSDS URL-   If your product has a MSDS sheet associated with it, provide the URL for the image of the MSDS sheet here. Be sure to include https:// in the link. Users will be able to pull up the MSDS sheet from the Item Detail page in the BPS system.

UNSPSC-   This is a **required field.** Provide the UN Standard Product Service Code in this field. This classification code may be used by the client for reporting purposes.

Small Image URL-   This is the URL of for the small image of the product you are selling. The small image will appear in search results and should be approximately 100h x 100w. Be sure to include https:// in the link.

Medium Image URL-   This is the URL of for the medium image of the product you are selling. The medium image will appear in the individual item detail page and should be approximately 240h x 240w. Be sure to include https:// in the link.

Large Image URL-   This is the URL of for the large image of the product you are selling. The large image will appear when the user clicks on the "view larger image" link on the individual item detail page and should be approximately 400h x 400w. Be sure to include https:// in the link.

        **The BPS system operates under SSL security settings. When providing image URL's, please provide secure URL's whenever possible.

Attribute Name/Value- You may create up to 5 attributes for your product. An example of an attribute name may be "Size" and its value may be "Large". **For one of the attributes, please list the attribute Name as "QPA #" and the attribute value as "the actual QPA number this item is part of"**

Status- A product can either be ACTIVE or DISCONTINUED. An item is considered to be ACTIVE unless you specify DISCONTINUED in this field. An item with a DISCONTINUED value in this field will not be accessible to end users in the BPS system

Price- This is a **required** field. This is your net selling price of the product to the customer.

Price Effective Date- Enter the date that the net price you listed for the product becomes effective. Pricing in the BPS system will change accordingly on the date you list in this field.

Is Contract Item- This is a **required field.** Enter TRUE in this field if the specific product is part of contract that you have with the customer. Example: A MRO supply vendor may have a catalog of 5,000 items, of which the customer has negotiated a "market basket" of 100 items that are on contract with fixed pricing for a specific period of time. In this case the MRO vendor would enter TRUE in this field for the 100 market basket items. In other cases, the entire catalog may be on contract. As such, you would enter TRUE for all items listed in the catalog.

List Price- Use this field to enter the Manufacturers Suggested Retail Price (MSRP) or "List Price"

**All TRUE/FALSE fields will default to FALSE if no value is entered.

If you have any questions, please contact your IDOA Purchasing Agent.